



**ILLINOIS POWER AGENCY**

Anthony M. Star, Acting Director

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February 18, 2014

**Illinois Power Agency**

**Seeks**

**Chief Financial Officer**

The Illinois Power Agency ("Agency") is seeking a Chief Financial Officer. Please see the attached job description for more information on the duties of the position and the qualifications required.

For more information on the Illinois Power Agency, please refer to:  
[www.illinois.gov/ipa](http://www.illinois.gov/ipa)

To apply, please send a cover letter, resume, salary history, and three professional references to:

Anthony Star  
Acting Director  
Illinois Power Agency  
160 North LaSalle Street, Suite C-504  
Chicago, Illinois 60601

Anthony.Star@Illinois.gov

No phone calls please.

*The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.*

# ILLINOIS POWER AGENCY

## POSITION DESCRIPTION

1. POSITION TITLE		2. AGENCY		3. WORK COUNTY	4. POSITION NUMBER	
Existing Position Chief Financial Officer		Illinois Power Agency		016		
New/Revised Position						
5. WORK LOCATION			6. TERM CODE		<input checked="" type="checkbox"/> ESTABLISH <input type="checkbox"/> CLARIFY <input type="checkbox"/> ABOLISH	7. EFFECTIVE DATE
Existing Position Chicago						2/18/14
New/Revised Position						
% OF TIME	8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
	<p>The Chief Financial Officer (CFO) reports to the Agency Director and shall be responsible for all fiscal operations of the Agency. The CFO will manage all accounting, budgeting, cash management, and financial reporting for the Agency, as well as address fiscal year-end financial and compliance internal audits.</p> <p><b>Key Roles and Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Directs all fiscal operations of the Agency. Develops systems for review and expenditure control to include encumbering and expending Agency funds. Formulates financial policies in accordance with applicable state statutes and regulations as enacted and implemented by the State Legislature, and the Offices of the State Comptroller and State Treasurer.</li> <li>2. Responsible for timely development, management, and analyses of all matters related to accounting, and management of financial reporting, budget, and appropriations.</li> <li>3. Manages all agency expenditures, authorizes payments through the Comptroller's Office, to ensure all financial transactions are adequately documented and appropriately recorded (e.g., via QuickBooks financial software), and that corresponding internal controls are followed.</li> <li>4. Manages all accounting and fiscal matters pertaining to Agency contracts in accordance with State laws, regulations, and administrative code procedures.</li> <li>5. Responsible for mandatory fiscal reporting requirements, including but not limited to the State Finance Act, Fiscal Control and Internal Auditing Act (FCIAA), Public Accountability Reporting (PAR), Annual Real Property Utilization Report (ARPUR), travel headquarters report (TA2), annual inventory certification and year-end GAAP reports.</li> <li>6. Manages the procurement and inventory of office supplies and equipment, including: the development and maintenance of Agency assets, inventory, and property records; and implementation of corresponding policies, procedures and internal controls.</li> <li>7. Identifies cost savings opportunities, prepares cost/benefit analyses and recommendations to senior management, and tracks costs and benefits of recommendations that are implemented.</li> <li>8. Coordinates Agency HR/payroll/benefits as well as leave administration processes and related activities.</li> <li>9. Perform other duties as required or assigned by the Director.</li> </ol>					
IMMEDIATE SUPERVISOR SIGNATURE			DIRECTOR SIGNATURE			DATE 06/27/2013

8. (CONTINUED)		
% OF TIME	8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
9. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Director, Illinois Power Agency		
10. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR  List position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
11. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION.		
<ul style="list-style-type: none"> <li>▪ Bachelor's Degree in Accounting or Finance required.</li> <li>▪ Minimum 5 years of progressive experience in an accounting or financial function required.</li> <li>▪ Experience in government accounting and auditing desirable. (State of Illinois experience preferred.)</li> <li>▪ Professional certification such as CPA strongly preferred.</li> <li>▪ Advanced knowledge of accounting and fiscal management standards (e.g., GAAP), techniques, practices, and principle is essential to successfully perform required job responsibilities.</li> <li>▪ Proficiency using QuickBooks desktop financial software.</li> <li>▪ Strong organizational skills and project management skills.</li> <li>▪ Effective verbal and written communication skills.</li> <li>▪ Ability to travel, including overnight when necessary.</li> <li>▪ Demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook, Project, and PowerPoint) and Internet applications.</li> <li>▪ Ability to handle multiple priorities in a dynamic, entrepreneurial environment.</li> </ul> <p style="margin-top: 20px;"> <b>The Chief Financial Officer is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.</b> </p>		